

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Eastern Region
Jamaica, N. Y. 11430

EA 2700.2D

12/30/86

SUBJ: EMPLOYEE CLEARANCE PROCEDURES UPON SEPARATION OR TRANSFER

1. PURPOSE. This order prescribes the procedures for processing EA Form 2700-100, Employee Clearance Record, in connection with a transfer or termination of employment from the Eastern Region. It is being revised primarily to establish the employee's parent division as the responsible organization for the prompt processing of the Employee Clearance Record.
2. DISTRIBUTION. This order is distributed to all supervisors in the regional office and to all field offices and facilities.
3. CANCELLATION. Order EA 2700.2C.
4. DEFINITION. Termination of employment refers to employees terminating employment with the Federal Aviation Administration (FAA), transferring from the Eastern Region or going on extended leave (LWOP or maternity).
5. BACKGROUND. The Eastern Region Payroll Office, AAC-24C, will not release an employee's final/lump sum salary check prior to receiving a completed Employee Clearance Record, EA Form 2700-100, indicating that security, property and indebtedness records have been cleared. In addition, the retirement records are not forwarded to the Office of Personnel Management (OPM) until a clearance form is received. This precludes a separated employee from receiving an annuity or withdrawing his/her pension funds. Several instances have arisen where an employee's checks have been delayed as a result of late clearance forms.
6. PROCEDURES.
 - a. The employee being separated shall:
 - (1) For Personally Charged FAA Property. Return to his/her immediate supervisor and/or property custodian, as appropriate, all administrative and technical property furnished the employee, including official correspondence and records, as well as any equipment received through a memo-receipt or held under a standard allowance basis. In addition, insure that all FAA building/facility keys are returned to the issuing office.
 - (2) For Other FAA Furnished Property. Attach to the original of EA Form 2700-100, Employee Clearance Record, other FAA furnished property such as identification cards. credentials. civil defense cards. driver's permits. unused Government Transportation

Distribution: A-XEA-5; FOF-0 (Max.) ; zEA-125;
AEA-40 (5 copies)

Initiated By: AEA-20

Requests, unused Tax Exemption Certificates, Diners Club Charge Cards, unused SF-44 books, etc., to the applicable organizational element appearing in paragraph 7, and obtain clearance signatures. However, where the employee is assigned to a field facility or is otherwise unable to return these items personally, he/she shall place them in an envelope and mail them to his/her supervisor for transmittal to his/her parent division.

b. The employee's supervisor shall:

(1) Initiate EA Form 2700-100, Employee Clearance Record, in triplicate, at least three weeks prior to the employee's last day of duty, or, as soon as the supervisor is aware of the employee's last day of duty. The supervisor shall retain one copy for record purposes and forward the original and one copy to the parent division together with other than personally charged property received from the employee (see Appendix I),

(2) Sign in the box marked "Part IV - Certification - Supervisor" after he/she has assured himself/herself that the employee has accounted for all Government property entrusted to him/her including:

(a) All classified and/or official records and correspondence.

(b) Property for which he/she has custodial responsibility.

(c) Personally charged property.

(d) Property issued by informal memo-receipt.

(e) Working equipment (administrative and technical) held under an authorized standard allowance.

(3) Insure that the employee signs in the box marked "Part IV - Certification - Employee."

(4) Insure that the employee prepares FAA Form 1600.25, Security Termination Statement (see Appendix 2) when required.

(5) Insure that the employee prepares a reimbursement voucher and/or check to completely liquidate any outstanding travel advance or other indebtedness.

(6) Forward EA Form 2700-100, together with an envelope containing any of the items of FAA property received from the employee, to the employee's parent division.

c. The parent division shall designate a coordinator for all employee clearance forms to insure that they are processed promptly. AEA-20 shall be notified, in writing, of the representatives, their routing and their telephone number.

d. The parent division's designated representative shall hand-carry the form to the appropriate and necessary offices. All clearance forms must be handcarried to AEA-22, AEA-700, AEA-50, AEA-10, AEA-25, and the parent division office. In addition, other possible routings are indicated on EA Form 2700-100. In the event that these routings are not applicable, the coordinator shall line them out and initial. After the form has been processed by the required offices, it shall be handcarried back to AEA-22 for forwarding to the Eastern Region Payroll Office. The completed record shall be delivered to AEA-22 no later than one week after receipt in the parent division.

7. SPECIAL HANDLING OF EA FORM 2700-100, EMPLOYEE CLEARANCE RECORD. Since the employee's final salary check will be held by the Eastern Region payroll Section, AAC-2aC, pending receipt of the fully executed EA Form 2700-100, SPECIAL handling should be given to the processing of this document and its supporting documents. Immediately upon receipt at the Regional Headquarters, EA Form 2700-100, and the envelope containing the items returned, shall be given priority processing by the organizational elements listed below. Every effort shall be made to expedite processing of the clearance records through the following organizations, as applicable:

a. Property Custodian - to insure that all personally charged property has been returned and that FAA Form 4630-8, Report of Survey, is initiated when shortage has been disclosed. Field personnel shall obtain clearance from the Property Custodian prior to submission of EA Form 2700-100 to Regional Headquarters.

b. Human Resource Management Division, AEA-10 - to insure that there has been no violation of a training or employment agreement.

c. Management and Budget Division, Data Processing Branch, AEA-43 - to insure that any Password/User Profile loaded on the **MV BDETTs** deleted.

d. Air Traffic Division, AEA-500 - for all ATC personnel to insure that FAA Form '1000 1, Authorization to Flight Deck, are returned and that any issued passports are returned.

e. Logistics Division, AEA-50 - to insure that:

(1) There are no pending FAA Forms 4630-8, Report of Survey, for any lost or damaged equipment chargeable to the employee.

(2) Unused SF-44 books are returned.

(3) SF-46, Motor Vehicle Operator's Identification Cards, are returned to AEA-54.

(4) There are no Tort Claims pending which involve the employee.

(5) Telephone Credit Cards are returned.

(6) Regional office personnel have returned the parking card key and the lavatory key.

f. Civil Aviation Security Division, AEA-700 - to insure that all FAA official identification cards and Civil Defense/Federal Emergency Assignee cards have been returned and that a completed Security Termination Statement, EA Form 1600-25, has been received.

g. Plight Standards Division, Safety Analysis and Management Branch, Program, Planning and Evaluation Section, AEA-210A - to insure that FAA Forms 110A, Aviation Safety Inspector's Credentials, are returned.

h. Aviation Medical Division, AEA-300 - as notice to the Medical Officer's record should be transferred to AEA-10 for incorporation with his/her personnel folder.

i. Accounting Division, AEA-20 - responsible for monitoring timely processing of the clearance to insure prompt release of the employee's final salary check and forward completed forms to:

(1) Control, Reports & Analysis Branch, AEA-22 - to determine if there are any unpaid travel advances or outstanding accounts receivable. After processing EA Form 2700-100, AEA-22 shall return the original copy with attachments to the parent division's designated representative for handcarrying to the listed organizational units. After the clearance form has been routed through all elements, if the action is a separation, inform Eastern Region Payroll Section, AAC-24C, that a salary offset is necessary for outstanding travel advances or other monies due. Insure that clearance signatures are shown on EA Form 2700-100 for all items listed prior to releasing the form to AAC-24C for processing of final salary check.

(2) Examination, Classification & Disbursement Branch, AEA-25 - to insure return of any unused Government Transportation Requests, Tax Exemption Certificates and Diners Club Charge Cards. In addition, insure that all service agreements have been fulfilled.

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PART III - CLEARANCE (For Other Items)

Other Items To Be Entered By Parent Division On Lines Provided (i.e., Building Keys, Personal Property, Computer Software)

1. _____	_____	_____
	Date	Signature
2. _____	_____	_____
	Date	Signature
3. _____	_____	_____
	Date	Signature
4. _____	_____	_____
	Date	Signature
5. _____	_____	_____
	Date	Signature
6. _____	_____	_____
	Date	Signature

part - CLEARANCE BY OTHER DIVISIONS AS REQUIRED

In Addition The Above officers Employees May Be Required To Clear Through Other DIVISION/offices:

Flight Standard5 Division, APA-200

1. Air Carrier Inspector's Credential, FAA Form 110A
2. Request for Access to Aircraft, SF-8430-13
3. Airport Security Pouches

_____	_____
Date	Signature
_____	_____
Date	Signature
_____	_____
Date	Signature

Aviation Medical Division, AEA-300

1. Active Medical Records

_____	_____
Date	Signature

Management and Budget Division, AEA-40,
Data Processing Branch, AEA-43

1. Password/User Profile on MV 8000

_____	_____
Date	Signature

PART V - CERTIFICATION

EMPLOYEE - I certify that all Government property, credentials, correspondence and records, including classified materials issued to me or used by me, have been accounted for and surrendered to my supervisor.

SUPERVISOR - I certify that to the best of my belief and knowledge, the above named employee has accounted for and surrendered to me, all Government property, credentials, correspondence and records, including classified documents entrusted to him. Items surrendered are checked in Part III.

Signature_____
Date_____
Signature_____
Date

EMPLOYEE CLEARANCE RECORD - PRIVACY ACT

DOT - FAA
EASTERN REGION

Information on this form is solicited under authority Section 102, Title 4 of CFR. Submission of information is mandatory. Purpose is to account for Government funds and property when you leave this payroll jurisdiction. Information will be used to clear your record so that your final salary check may be issued. Completed form will be retained in your FAA payroll file. Incomplete submission will result in delay or denial of your final salary check.

PART III - CLEARANCE (For Other Items)

Other Items To Be Entered By Parent Division On Lines Provided (i.e., Building Keys, Personal Property, Computer Software)

1. _____	_____ Date _____	_____ Signature _____
2. _____	_____ Date _____	_____ Signature _____
3. _____	_____ Date _____	_____ Signature _____
4. _____	_____ Date _____	_____ Signature _____
5. _____	_____ Date _____	_____ Signature _____
6. _____	_____ Date _____	_____ Signature _____

PART IV - CLEARANCE BY OTHER DIVISIONS AS REQUIRED

In Addition to The Above Offices, Employees May Be Required To Clear Through other Divisions/Offices:

Flight Standards Division, AEA-200

1. Air Carrier Inspector's Credential, FAR Form 110A	_____ Date _____	_____ Signature _____
2. Request for Access to Aircraft, SF-8430-13	_____ Date _____	_____ Signature _____
3. Airport Security Pouches	_____ Date _____	_____ Signature _____

Aviation Medical Division, AEA-300

1. Active Medical Records	_____ Date _____	_____ Signature _____
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Management and Budget Division, AEA-40,
Data Processing Branch, AEA-43

1. Password/User Profile on MV 8000	_____ Date _____	_____ Signature _____
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PART V - CERTIFICATION

EMPLOYEE - I certify that all Government property, credentials, correspondence and records, including classified materials issued to me or used by me, have been accounted for and surrendered to my supervisor.

SUPERVISOR - I certify that to the best of my belief and knowledge, the above named employee has accounted for and surrendered to me, all Government property, credentials, correspondence and records, including classified documents entrusted to him. Items surrendered are checked in Part III.

Signature_____
Date_____
Signature_____
Date

EMPLOYEE CLEARANCE RECORD - PRIVACY ACT

DOT - FAA
EASTERN REGION

Information on this form is solicited under authority Section 102, Title 4 of CFR. Submission of information is mandatory. Purpose is to account for Government funds and property when you leave this payroll jurisdiction. Information will be used to clear your record so that your final salary check may be issued. Completed form will be retained in your FAA payroll file. Incomplete submission will result in delay or denial of your final salary check.

SECURITY TERMINATION STATEMENT

I, _____, ☐ in connection with the forthcoming termination of my employment (duty) with the Federal Aviation Administration or ☐ in connection with my transfer from a sensitive position to a nonsensitive position as an employee of the Federal Aviation Administration state that I:

- (1) have surrendered and transferred all classified material which has been entrusted to me or which I have had in my custody or possession to my supervisor or other official of the Federal Aviation Administration authorized to receive such material; and
- (2) shall not hereafter, in any manner, reveal or divulge to any person any (a) information affecting the national defense which is classified **TOP SECRET**, **SECRET**, or **CONFIDENTIAL** or (b) classified information of a foreign government or international organization (including NATO, SEATO, or CENTO) of which I have gained knowledge during my employment (duty), except as may be hereafter authorized in writing by officials of the Federal Aviation Administration empowered to grant such authority.

I further state that I have been informed and am aware that 18 U.S.C., 793-794, prescribes severe penalties for unlawfully divulging information or retaining possession of material affecting the national defense and that 18 U.S.C., 1001, prescribes severe penalties for making any willfully false statements herein.

In full and due consideration thereof, I hereby certify that the above statements to the best of my knowledge and belief are true and will be complied with in all respects by me. (See note below.)

(Signature of Employee)

(Date)

(Witness)

(Title)

(Location)

NOTE: If any of the above statements cannot be made truthfully, an explanation shall be made, signed, and attached hereto indicating in detail the circumstances which prevent certifying to the statement in its original form.

PART VI - FLIGHT STANDARDS DIVISION. AEA-200

13. Air Carrier Insp's Credential (FAA 110A)	Signature	Date
Request for Aircraft Access (SF8430-13)	Signature	Date
Airport Security Pouches	Signature	Date
14. Active Medical Records	Signature	Date
15. Telephone Credit Card	Signature	Date
16. Security Term. Statement (FAA 1600-25)	Signature	Date
FAA Identification (FAA 1600-13)	Signature	Date
Federal Emerg. Assigned ID Card (SF-13800)	Signature	Date
Clearance Item	Signature	Date

PART XI - CERTIFICATION

18. <u>EMPLOYEE</u> - I certify that all Government property credentials, correspondence and records, including classified materials issued to me or used by me, have been accounted for and surrendered to my supervisor.			
Signature	Date	Signature	Date

EMPLOYEE CLEARANCE RECORD - PRIVACY ACT
DOT - FAA - EASTERN REGION

Information on this form is solicited under authority Section 102, Title 4, of CFR. Submission of information is mandatory. Purpose is to account for Government funds and property when you leave this payroll jurisdiction. Information will be used to clear your record so that your final salary check may be issued. Completed form will be retained in your FAA payroll file. Incomplete submission will result in delay or denial of your final salary check.

13. Air Carrier Insp's Credential (FAA 110A)		Signature		Date	
Request for Aircraft Access (SF8430-13)		Signature		Date	
Airport Security Pouches		Signature		Date	
14. Active Medical Records		Signature		Date	
15. Telephone Credit Card		Signature		Date	
16. Security Term. Statement (FAA 1600-25)		Signature		Date	
FAA Identification (FAA 1600-13)		Signature		Date	
Federal Emerg. Assigned ID Card (SF-13800)		Signature		Date	
Clearance Item		Signature		Date	
18. <u>EMPLOYEE</u> - I certify that all Government property credentials, correspondence and records, including classified materials issued to me or used by me have been accounted for and surrendered to my supervisor.		<u>SUPERVISOR</u> - I certify to the best of my belief and knowledge, the above-named employee has accounted for and surrendered to me, all Government property, credentials, correspondence and records, including classified documents entrusted to him. Items surrendered are checked in Part X .			
Signature		Date	Signature		Date